

Commercial Plan Review

Commercial plan review is required for all commercial projects. The following is a list of departments involved in the review process of commercial projects:

Environmental Health – For all on-site septic system users, applicants must obtain a preliminary zoning review from the Rowan County Planning Department (for areas outside municipal and extra territorial jurisdiction limits), which will inform the applicant of the requirements to obtain a zoning permit. The preliminary zoning review must be presented to the Rowan County Environmental Health Office (704.216.8525) to schedule a site evaluation for a new septic system or an inspection of an existing system. In addition, all new wells and existing wells for certain uses must be inspected prior to the issuance of a building permit. Check with the Environmental Health office for specific requirements for all permitted facilities (restaurants, daycares, etc).

For all public water and/or sewer system users, applicants must provide a receipt of the tap fee payment for water and/or sewer connections from the utility provider to the appropriate Planning and Zoning Department for issuance of a zoning permit.

Erosion Control – The Rowan County Planning Department (704.216.8588) reviews erosion control plans for all areas of the county except the City of Kannapolis. Projects that propose a disturbance greater than one (1) acre require approval of an erosion control plan prior to the issuance of a zoning permit. No on-site activity may occur prior to plan approval.

Zoning (Site Plan Review) – The Rowan County Planning Department reviews site plans and issues zoning permits for all areas outside municipal and extra territorial jurisdiction limits. For properties located within one of the ten (10) municipalities, contact their Planning Department as the review process varies by jurisdiction. If the requested use is permitted by right as identified by the table of uses found in Sec. 21-113 of the Zoning Ordinance, the applicant must submit two (2) copies of a detailed site plan containing information from Sec. 21-52 and any other information necessary to evaluate the request. If the site plan is approved, a zoning permit will be issued for the use in question. A final inspection by the Planning Department may be required to ensure compliance with the approved plan and conditions of approval prior to issuance of the certificate of occupancy.

If the requested use is not permitted by right as identified by the table of uses, the Board of Commissioners (BOC) must approve the requisite rezoning or conditional use permit prior to issuance of the zoning permit. Uses considered non-conforming (“grandfathered”) by Article VII of the Zoning Ordinance must obtain approval from the BOC for the appropriate special use permit or rezoning prior to issuance of a zoning permit.

NC Department of Transportation – For projects accessing a state maintained street, a driveway permit must be obtained from the Division 9 District 1 office of the North Carolina Department of Transportation (704.639.7560) for all new driveway connections and some existing driveways that were not previously evaluated.

Building Plans Review – The Rowan County Building Inspections Office (704.216.8619) reviews building plans for all areas of the county except the City of Kannapolis. All commercial structures are subject to plan review by the Inspections Office, which involves submission of two (2) complete sets of plans along with all necessary information as indicated by the Building Plans Review web link. Once the plans have been approved, building permits may be issued.